

*New Jersey Department of Transportation  
Division of Right of Way & Access Management  
NRE & AIA Service Provider Qualification Questionnaire*

**The ROW&AM Division uses a number of non appraisal real estate services in relation to right of way acquisitions. Some examples include the redesign of impacted parking lots, restoration plans for partial takings of buildings, studies of the development potential of land, valuation of machinery and equipment, specialty relocation services, etc. These services are collectively identified as Non Real Estate (NRE) services and Access Impact Assistance (AIA) services.**

**The Division qualifies and contracts with individuals to perform these services rather than the overall company to ensure that the individual is qualified and available to perform the service requested.**

Please answer the following questions to assist us in properly considering your skills in relation to future NJDOT NRE and AIA needs.

Name			
Firm Name			
Address			
Phone		Email	
Please indicate years of experience in your field			
List any current NJ Professional Licenses/Certifications and Year first issued			
Are any of your licenses or certifications currently under investigation, suspended or revoked in this or any other state?			

If you answered yes, you must submit an explanation.

**NRE / AIA Services You Wish to Provide**

Type of Services	Yes or No	Specialty Services	% of total work assignments
Architectural			
M&E Valuation / FF&E Valuation			
Relocation Services			

Type of Services	Yes or No	Specialty Services	% of total work assignments
Real Estate Planning			
Industrial Engineering / Architectural Engineering			
Other (list)			

List any professional affiliations you have in the above mentioned fields
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Do you hold any current designations from professional organizations	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please identify them and submit proof of said designations.

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Counties in which you normally perform services

- |                                    |                                     |                                     |
|------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Atlantic  | <input type="checkbox"/> Bergen     | <input type="checkbox"/> Burlington |
| <input type="checkbox"/> Camden    | <input type="checkbox"/> Cape May   | <input type="checkbox"/> Cumberland |
| <input type="checkbox"/> Essex     | <input type="checkbox"/> Gloucester | <input type="checkbox"/> Hudson     |
| <input type="checkbox"/> Hunterdon | <input type="checkbox"/> Mercer     | <input type="checkbox"/> Middlesex  |
| <input type="checkbox"/> Monmouth  | <input type="checkbox"/> Morris     | <input type="checkbox"/> Ocean      |
| <input type="checkbox"/> Passaic   | <input type="checkbox"/> Salem      | <input type="checkbox"/> Somerset   |
| <input type="checkbox"/> Sussex    | <input type="checkbox"/> Union      | <input type="checkbox"/> Warren     |

Percentage of your work devoted to condemnation related services	%
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List any Condemnors for whom you have provided services.

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Have you provide your services for Condemnees?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Approximately how many Commission Hearings or Condemnation Trials have you testified in?
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Approximately how many other court cases have you testified in?
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Have you testified before planning boards or other official bodies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please describe
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What is the main type of business your employer or your firm does?
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Do you currently submit reports electronically to any clients?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Do you currently create PDF's?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Indicate if your business entity is qualified as an:

Disadvantaged Business Enterprise	<input type="checkbox"/> DBE
Emerging Small Business Enterprise	<input type="checkbox"/> ESBE
Minority Owned Business Enterprise	<input type="checkbox"/> MBE
Small Business Enterprise	<input type="checkbox"/> SBE
Women Owned Business Enterprise	<input type="checkbox"/> WBE

Would you be interested in becoming certified as an DBE, ESBE, MBE, SBE, or WBE firm	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Professional References: (List at least two references for whom you have prepared reports within the past five years)

1.

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2.

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3.

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**Certification:**

Applicant hereby certifies or affirms under the penalty of perjury that

1. The information given in this application is true and complete to the best of my knowledge.
2. My license or certification is not subject to any sanctions and I have not been convicted of a crime of moral turpitude or other crime which would require the surrender of my professional license or certification.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_  
Applicant's Name \_\_\_\_\_

The New Jersey Department of Transportation may make any investigatory reviews it deems necessary to protect the interests of the State.

**Please return completed application package to: Carmen Roman, NJDOT, Right of Way & Access Management, P.O. Box 600, Trenton, NJ 08625-0600 or Carmen.Roman@dot.nj.gov  
(For Fed Ex delivery use 1035 Parkway Avenue, Trenton, NJ 08618)**

**Policies & Procedures:**

This application is submitted with the understanding and agreement that, if approved for NJDOT NRE assignments, you will:

1. Prepare your report fully in compliance with the standards and details specified in the NJDOT Acquisition Manual and Supplemental Format Instructions.
2. Appear as an expert witness at condemnation hearings or court trials concerning your NRE Report.
3. Attend, without compensation, such workshops and seminars as the NJDOT may deem necessary to clarify NRE format and guideline requirements.
4. To be added to and retained on the NJDOT Right of Way procurement list, you must register or be registered in the NJStart Program <https://www.njstart.gov/bsol/>
5. Your application should also include a copy of your professional license and your certificate of business registration from the Division of Revenue if not obtained through NJStart. Registrations are obtained online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>, or call 609.292.1730
6. Please submit a copy of a typical report or a condemnation related NRE report that you have prepared for clients within the past five years.

For questions about this application, please contact James Cann at 609-530-5639

## AFFIRMATIVE ACTION INFORMATION FORM

The *State of New Jersey* seeks to increase the richness and diversity of its workforce and consultant contracting. In order to ascertain the effectiveness of our efforts to attract and employ a diverse workforce, as well as comply with Federal and State reporting requirements, we ask that you take the time to answer a few brief questions.

Information submitted on this form will be considered confidential and will be filed separately from your application.

- ☐ **White** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ **Black or African American:** A person having origins in any of the black racial groups of Africa
- ☐ **Asian** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- ☐ **American Indian/Alaska Native** A person having origins in any of the original peoples of North and South America (including Central America), who maintains tribal affiliation or community attachment.
- ☐ **Native Hawaiian/Pacific Islander** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

If you identify yourself as more than one race please also identify them below.

☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

GENDER: ☐ Female ☐ Male

Are you of

☐ Hispanic origin, regardless of race